

## SYLLABUS

<b>DATE OF LAST REVIEW:</b>	02/04/16
<b>CIP CODE:</b>	12.0410
<b>SEMESTER:</b>	Departmental Syllabus
<b>COURSE TITLE:</b>	Workplace Skills
<b>COURSE NUMBER:</b>	BAKE 0250
<b>CREDIT HOURS:</b>	1
<b>INSTRUCTOR:</b>	Departmental Syllabus
<b>OFFICE LOCATION:</b>	Departmental Syllabus
<b>OFFICE HOURS:</b>	Departmental Syllabus
<b>TELEPHONE:</b>	Departmental Syllabus
<b>EMAIL:</b>	Departmental Syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students.</i>
<b>PREREQUISITE(S):</b>	None

**REQUIRED TEXT AND MATERIALS:** Please check with the KCKCC bookstore, <http://www.kckccbookstore.com> for the required text for your particular class.

**COURSE DESCRIPTION:** This course explains the techniques used to successfully obtain a job. Areas covered include locating job openings; completing application forms; writing an application letter, resume, and follow-up letter; preparing for interviews; and interviewing.

**METHOD OF INSTRUCTION:** A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

**COURSE OUTLINE:**

- I. Getting Ready to Look for a Job
- II. Using Good Communication Skills for the Job Search

- III. Finding Openings
- IV. Application Blanks and Employment Tests
- V. Preparing Your Resume
- VI. Writing a Cover Letters are Looking for in Employees
- VII. Projecting a Professional Image
- VIII. Going on a Job Interview
- IX. Writing a Thank-you or Follow-up Letter
- X. Being an Employee

**EXPECTED LEARNER OUTCOMES:**

- A. Upon completion of the course, the student will be able to identify personal qualities needed to identify an appropriate career.
- B. Upon completion of the course, the student will be able to conduct a job search.
- C. Upon completion of the course, the student will be able to complete an employment application.
- D. Upon completion of the course, the student will be able to prepare a resume.
- E. Upon completion of the course, the student will be able to prepare a letter of application.
- F. Upon completion of the course, the student will be able to write a thank you or follow-up letter.
- G. Upon completion of the course, the student will be able to project a professional image during an interview.
- H. Upon completion of the course, the student will be able to identify qualities needed to survive the job.

**COURSE COMPETENCIES:**

*The student will be able to identify personal qualities needed to identify an appropriate career.*

- 1. The student will be able to list strengths, weaknesses, interests that relate to chosen career field.
- 2. The student will be able to utilize the internet to research career fields.
- 3. The student will be able to conduct an informational interview to research a career.

*The student will be able to conduct a job search.*

- 4. The student will be able to utilize various resources to identify employment opportunities (newspaper, internet, professional contacts, etc.).
- 5. The student will be able to make an appointment for informational interviews and interviews.
- 6. The student will use good communication skills including listening, following directions, speaking, and using correct grammar in conducting a job search.

*The student will be able to complete an employment application.*

- 7. The student will use good written skills in completing an accurate and honest employment application.
- 8. The student will follow directions in completing an employment application.

*The student will be able to prepare a resume.*

9. The student will utilize proper and professional design and layout techniques to develop a resume.
10. The student will use good written skills in completing an accurate resume.

*The student will be able to prepare a letter of application.*

11. The student will utilize proper design and layout techniques to write a letter of application.
12. The student will use good written skills in writing a letter of application.
13. The student will design personal letterhead.

*The student will be able to write a thank you or follow-up letter.*

14. The student will utilize proper design and layout techniques to write a letter of application.
15. The student will use good written skills in writing a letter of application.
16. The student will design personal letterhead.
17. The student will follow appropriate business protocol in writing a letter of thanks following an interview.

*The student will be able to project a professional image during an interview.*

18. The student will use good communication skills including listening, following directions, speaking and using correct grammar during an interview.
19. The student will identify why projecting a professional image is important to a job seeker.
20. The student will identify successful factors of the job interview process.
21. The student will demonstrate successful interview techniques during a mock interview.

*The student will be able to identify qualities needed to survive the job.*

22. The student will identify successful job retention characteristics and traits for maintaining employment.
23. The student will identify personal short-term and long-term career goals.

**ASSESSMENT OF LEARNER OUTCOMES:** Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation. The grading scale and the process for calculating the course grades are to be determined by the individual instructors. This information will be included in each instructor's syllabus.

**SPECIAL NOTES:** This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student's progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome at any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed

to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college's policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center, in Rm. 3354 or call at: 288-7670.